

Date

Consumer Name

Consumer Address

Consumer City, State, Zip Code

Activation Code: #####

Dear (personalized or generic):

GDI Services, Inc. ("GDI") values our employees and we take our duty to protect their personal information very seriously. We are writing to notify you that GDI experienced an incident that affected our systems on May 9, 2016. We became aware of the incident on May 12, 2016 and commenced an investigation.

Our investigation determined that GDI was the victim of a malware attack, and that at least thirteen employees' payroll accounts were diverted to an outside source. Initially our investigation did not indicate that your information was involved in this incident. However, out of an abundance of caution, we are notifying you of the incident because you are an employee in the division we believe was affected by this incident and, therefore, your personal information may have been compromised. Although we are not currently aware of any misuse of your information, we would like to describe the steps we are taking in response to these criminal acts, so that you are able to take prompt action to help protect your information from misuse by these criminals.

Since this breach affected our ADP Payroll system, your personal Information including your name, social security number, date of birth, address, and bank information may have potentially been compromised.

When we discovered the incident we took immediate action including shutting down our access to the payroll system to reduce the likelihood of any further inappropriate access, investigating the incident thoroughly, and contacting law enforcement. We are in the process of reevaluating our IT processes and are working with our payroll vendor to help prevent a reoccurrence of this type of incident.

If, in the future, you notice your payroll has been diverted, please contact GDI immediately. We have also included some additional information below that you may find helpful for monitoring your credit. If you detect any suspicious activity on any other account, you should promptly notify the financial institution or company with which the account is maintained, as well as the authorities.

Although we have no knowledge at this time that your information was compromised, GDI has arranged with Equifax Personal Solutions to help you protect your identity and your credit information at no cost to you. The steps to follow are:

1. Enroll in Equifax Credit Watch™ Silver identity theft protection product. This product is being provided to you at no cost for one year.
2. Additionally, you may choose to adopt an increased level of protection by placing a fraud alert on your credit file at Equifax and the other two credit reporting agencies.

#### Enroll in Equifax Credit Watch™ Silver

Equifax Credit Watch will provide you with an "early warning system" to changes to your credit file and help you to understand the content of your Equifax credit file. The key features and benefits are listed below.

Equifax Credit Watch provides you with the following benefits:

- Comprehensive credit file monitoring of your Equifax credit report with daily notification of key changes to your credit file.
- Wireless alerts and customizable alerts available.
- One copy of your Equifax Credit Report™.
- \$25,000 in identity theft insurance with \$0 deductible, at no additional cost to you. †
- 24 by 7 live agent Customer Service to assist you in understanding the content of your Equifax credit information, to provide personalized identity theft victim assistance and in initiating an investigation of inaccurate information.
- 90 day Fraud Alert placement with automatic renewal functionality. \*

#### How to Enroll

To sign up online for **online delivery** go to [www.myservices.equifax.com/silver](http://www.myservices.equifax.com/silver)

1. Welcome Page: Enter the Activation Code provided at the top of your letter in the “Activation Code” box and click the “Submit” button.
2. Register: Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.
3. Create Account: Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.
4. Verify ID: The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.
5. Order Confirmation: This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.

#### Directions for placing a Fraud Alert

A fraud alert is a consumer statement added to your credit report. This statement alerts creditors of possible fraudulent activity within your report as well as requests that they contact you prior to establishing any accounts in your name. Once the fraud alert is added to your credit report, all creditors should contact you prior to establishing any account in your name. To place a 90 day fraud alert on your credit file, log into the Equifax Member Center and click on the fraud alert tab, visit [www.fraudalerts.equifax.com](http://www.fraudalerts.equifax.com) or call our auto fraud line at 1-877-478-7625, and follow the simple prompts. Once the fraud alert has been placed with Equifax, a notification will be sent to the other two credit reporting agencies, Experian and Trans Union, on your behalf. Fraud alerts last 90 days unless you manually renew it or use the automatic fraud alert feature within your Credit Watch subscription.

On behalf of GDI, I want to apologize for any inconvenience that this incident may cause you. For further information and assistance, please contact (888) 839-8750.

Sincerely,

Peter Criville, President

† Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

This product is not intended for minors (under 18 years of age).

\* The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC.

## **ADDITIONAL INFORMATION ON CREDIT MONITORING & IDENTITY THEFT**

Individuals are advised to remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring free credit reports and to promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities, including the police and your state's attorney general as well as the Federal Trade Commission.

The following are some resources:

### **Federal Trade Commission ("FTC")**

[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

1-877-ID-THEFT (1-877-438-4338).

Federal Trade Commission  
600 Pennsylvania Avenue, NW  
Washington, DC 20580

### *Take Charge: Fighting Back Against Identity Theft*

This is a comprehensive guide from the FTC to help you guard against and deal with identity theft

[www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idth04.shtm](http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idth04.shtm).

### **Credit Bureaus**

You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com), calling 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at [www.annualcreditreport.com/manualRequestForm.action](http://www.annualcreditreport.com/manualRequestForm.action)

Alternatively, you may elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is as follows:

**Equifax**  
1-800-465-7166  
[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241  
Atlanta, GA 30374

**Experian**  
1-888-397-3742  
[www.experian.com](http://www.experian.com)  
P.O. Box 2002  
Allen, TX 75013

**TransUnion**  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)  
P.O. Box 6790  
Fullerton, CA 92834

You can obtain additional information from the FTC and the nationwide credit reporting agencies about placing a security freeze on your credit files and fraud alerts.

**Addendum for Maryland Residents****For Maryland Residents**

You can obtain information from these sources about preventing identify theft:

**Federal Trade Commission:**

Visit the Federal Trade Commission website at:

[www.ftc.gov](http://www.ftc.gov), or call 1-877-ID-THEFT

or write to this address:

Federal Trade Commission  
600 Pennsylvania Avenue NW  
Washington, DC 20580

**Maryland:**

Visit the Maryland Office of the Attorney General, Identity Theft Unit at:

[www.oag.state.md.us/idtheft/index.htm](http://www.oag.state.md.us/idtheft/index.htm), or call 1-410-576-6491

or write to this address:

Maryland Office of the Attorney General  
Identity Theft Unit  
16th Floor  
200 St. Paul Place  
Baltimore, MD 21202